

Job Description



South
Cambridgeshire
District Council

DEPARTMENT	LOCATION
Planning	Cambourne / Cambridge City

JOB TITLE	POST NUMBER
Senior Urban Designer	

Scp RANGE	SALARY RANGE
Grade 5 (SCP 25-30)	£ 28,612 – 33,276

RESPONSIBLE TO	RESPONSIBLE FOR
Team Leader Consultancy Unit	-

HEALTH CONSIDERATIONS/RISK/SURVEILLANCE REQUIRED
Carrying out of site visits, normally unaccompanied. VDU habitual user

Description Of Duties And Responsibilities

Job Purpose:

To provide specialist consultancy advice and pro-actively manage, promote and deliver high quality Urban Design and conserve and enhance the Greater Cambridge's important historic and built assets.

Dimensions of the Job

- To provide a dual function providing specialist advice predominantly in relation to Urban Design but also as skills develop, on Conservation and Heritage matters as appropriate.
- To provide specialist advice for complex and major pre-application, planning applications and appeals as well as the Council's growth sites.
- To prepare policy and guidance and deliver projects which pro-actively manage and enhance our important historic and built assets and deliver high quality urban design
- To provide advice that adds value, is balanced and outcome focused.

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Key Contacts/Communication Links

Internal

Colleagues within the Planning Department, Building Control Manager, Officer Manager, Legal Officer, Members of Council, Environmental Health officers and employees from other departments

External

A wide variety of persons in the local community, both local residents and the business community. In addition a wide range of professional and non-professional contacts including developers, planning consultants, architects, SCDC Councillors and members of the County and City Councils, Members of Parliament, Parish Councils, There are also wide-ranging links with partner agencies and neighbouring authorities.

Key Responsibilities/Specific Duties

Key Responsibilities:

- 1) As a consultee provide specialist, balanced advice for more complex and major pre-applications, planning applications and appeals in relation to urban design, historic and built heritage conservation. This should be provided in a timely manner and be reasonable and realistic.
- 2) To participate in multi-disciplinary teams, providing specialist advice to secure high quality developments as part of the growth agenda
- 3) As a consultee provide pragmatic advice on how to integrate renewable energy and other sustainable measures including as appropriate with historic buildings in relation to pre-applications, planning applications and appeals.
- 4) To take an open approach in relation to proposals which incorporate modern design and historic buildings and as appropriate provide practical advice how it can be used to conserve and enhance important assets.
- 5) Work with Development Management to provide an excellent pre-application service which provides certainty and clarity on Urban Design and Conservation (predominantly historic buildings, built environment) matters and work together with partners and applicants to discuss issues and find the best solutions.
- 6) Work collaboratively with applicants, internal and external partners, providing specialist advice to shape high quality urban design frameworks including Area Action Plans Neighbourhood Plans, masterplans and design codes for major development proposals, including the Council's growth agenda. These are where possible developed with local communities and internal and external partners.

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- 7) To work with internal and external partners and stakeholders to develop Conservation and Heritage Building policy and Guidance when required.
- 8) Assist in the administration, facilitation and delivery of design review through the Design Enabling Panel.
- 9) Support in the preparation and presentation of the Council case at planning appeals: hearings and public enquiries acting as the council's expert witness on urban design issues.
- 10) Adopt an innovative approach to conserving historic assets, preserving what matters, whilst also taking a flexible and pragmatic view to the re-use of historic buildings and engaging our partners in initiatives and projects to maximise public access and enjoyment.
- 11) Develop and undertake initiatives which actively engages and educates our local communities in urban design and as appropriate managing our conservation assets.
- 12) To provide training and guidance to support Development Management in assessing pre-applications, applications and appeals with less complex urban design and as appropriate conservation considerations
- 13) To develop training and support for the contact centre in processing more enquires about urban design and as appropriate conservation
- 14) To develop web-site material in relation to urban design and as appropriate conservation to maximise opportunities for self-service
- 15) To contribute to a culture of continuous improvement and work with the rest of the team to propose and take ownership of measures to improve service delivery.
- 16) To contribute to the development of Service priorities and ensure you focus your resources on activities which deliver those priorities and respond to customer requirements
- 17) To consistently achieve performance targets and ensure it is reported regularly. As well as celebrating success with the team.

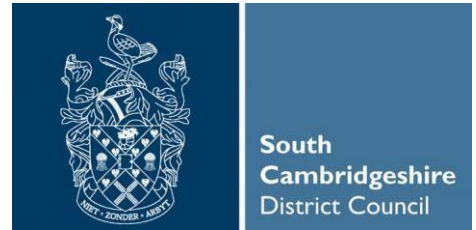
Standard Clauses All Job Descriptions

To work in an internal and external customer related way in accordance with adopted procedures and good practice.

To assist in/manage the identification, development and implementation of Manual and Information Technology systems and procedures.

To comply with the Council's Equal Opportunities policy, Code of Conduct and other relevant policy, procedures and legislation.

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To comply with and/or ensure compliance with the Council Data Protection Policies and the Data Protection Act and other relevant legislation.

Management Posts

South Cambridgeshire District Council's Safety Policy and other safety procedures and guidelines are deemed part of this job description. Employees must look after their own health, safety and welfare and be mindful of other persons who may be affected by their acts. Employees must co-operate and comply with management instructions regarding Health and Safety issues and report all accidents, incidents and problems as soon as practicable to their supervisor, manager or other senior members of staff available.

The responsibilities outlined above cannot totally encompass or define all tasks which may be required of the post holder. The outline of responsibilities given above may, therefore, vary from time to time without materially changing either the character or level of responsibility or grade.

Job Description Raised (Date)

Signature of Director/Chief Officer

Signature of Manager
